



DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

ASB

DCSE Manual Transmittal
Letter No. 120
August 1, 1986

TO: Staff, Division of Child Support Enforcement

SUBJECT: Formation of a Child Support (IV-D) Manual
of Forms

This letter is to instruct staff to create a Child Support (IV-D) Manual of Forms. All existing child support (CS), and Special Formats are to be taken out of the Manual of Procedures and placed in the new Manual of Forms.

All of the forms in the Administrative Process (IV-D) Manual and the public assistance (PA) forms in the Manual of Procedures are being reissued for the Manual of Forms. The procedural instructions for these forms have been redated for August 1, 1986 as several previous pen and ink changes have been incorporated.

Subsequent manual transmittal letters will carry instructions for either the Manual of Procedures or for the Manual of Forms, as appropriate. Follow the instructions show below and on the next three pages to form a IV-D Manual of Forms.

David E. Cathers

DAVID E. CATHERS, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT

Instructions for Manual Maintenance

MANUAL OF PROCEDURES

Remove and Transfer to Manual of Forms

Child Support (CS) Forms

CS-14, IV-D Payment Record (3/78) and Procedural Instructions, pages (1) through (3) (5/10/78)
CS-14.1, Payment Record (5/78) and Procedural Instructions (5/18/78)
CS-15, Request for Legal Action (8/86) and Procedural Instructions (8/1/86)
CS-16, Request for Action/Information from Contracting Officials (4/85) and Procedural Instructions (4/1/85)

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MANUAL OF PROCEDURES

Remove and Transfer to Manual of Forms (continued)

CS-62, Payor Notification of Debt (3/84) and Procedural Instructions (3/15/84)
CS-63, Discontinuance of Notification of Debt (2/85) and Procedural Instructions (2/1/85)
CS-77, Transfer of Case Record (4/85) and Procedural Instructions (4/1/85)
CS-333, Facts About the Child Support Program (4/84) and Procedural Instructions (4/1/84)
CS-333.1, Notice of Right to Claim Good Cause for Refusal to Cooperate in Child Support Enforcement (4/84) and Procedural Instructions (4/1/84)

Special Formats

Special Formats Introduction Page (3/1/85)
PA-125 AP Fact and Referral Sheet (12/74) and Procedural Instructions (12/1/79)
PA-125.1, Supplement, Absent Parent Fact and Referral Sheet (12/74) and Procedural Instructions (12/1/79)
6.10, Explanation of Enclosed Document (3/85) and Procedural Instructions (3/1/85)
NAR, Notice of Child Support Assignment (3/85) and Procedural Instructions (3/1/85)
MN, Notice of Change in Child Support Assignment (3/85) and Procedural Instructions (3/1/85)
VN, Notice Modifying Prior Notice (3/85) and Procedural Instructions (3/1/85)
AS, Assignment of Rights (3/85) and Procedural Instructions (3/1/85)
AFF, Affidavit (2/84) and Procedural Instructions (2/15/84)
MAA, Military Allotment Affidavit (6/84) and Procedural Instructions (7/1/84)
PHCA, Public Health Service Corps Affidavit and Procedural Instructions (5/1/84)
POC, Bankruptcy Petition Affidavit - Proof of Claim and Procedural Instructions (5/1/84)

Remove and Recycle

CS-44, County Attorney Notice of Client's Failure To Cooperate (7/79) and Procedural Instructions (7/16/79)